



OFFICE OF ECONOMIC DEVELOPMENT

PUBLIC MANAGEMENT INTERNSHIP

OVERVIEW

The graduate management internship is a paid opportunity for graduate students who are beginning the first year of masters level coursework or senior undergraduates who have previous public service experience to gain additional relevant experience in public sector economic development. An intern is a temporary, part-time staff member of the Office of Economic Development for one semester and works to complete an assigned project(s).

The Office of Economic Development is part of the City of Marietta, Georgia. Current initiatives include business and industry outreach services, ombudsman services, prospect services and economic impact modeling, small business development services, workforce and partnership development.

STRUCTURE

The internship is structured to provide the intern with the broadest, most relevant experience possible. Interns are assigned a project(s) to complete over the term. Project(s) vary but often involve data collection, analysis and production of a resource publication. Project(s) are discussed and agreed upon at the beginning of the term. Interns are expected to complete the project(s) prior to the end of the term. Necessary resources are provided to aid the intern in completing the project(s).

Interns are part of the staff and expected to assist in other support functions when assigned. Interns may also have the opportunity to assist in activities of other departments or divisions as needs arise and as approved by the Director. Flexibility, enthusiasm, and energy are required for a successful and productive internship experience.

SCHEDULE

Generally, internships coincide with Spring and Fall semesters, as well as the Summer break. The length of the internship is flexible, depending upon the needs of the intern and the Office of Economic Development. Interns are allowed great flexibility in scheduling working hours, but to obtain the most well-rounded internship experience, interns are expected to work no less than twenty hours per week.

OTHER FACTS

Interns are paid as contract labor and receive an hourly gross pay rate of \$10.00 per hour to be paid weekly. Interns dress is business casual attire, unless specific events or activities require more formal attire. Interns are provided with substantive, hands-on experience in economic and community development. Opportunities for professional networking are abundant. Interns are invited to attend selected functions, professional meetings, and other events.

At the successful conclusion of the internship, a certificate of appreciation is awarded to the intern, as well as an appropriate letter of recommendation.

FOR MORE INFORMATION

Contact:

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